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COOPERHEWITT.ORG

## COOPER HEWITT DESIGN CAMP POLICIES

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Thank you for registering for Design Camp at Cooper Hewitt, Smithsonian Design Museum. We are looking forward to a fun-filled summer. Please read through the Design Camp policies and confirmation materials carefully to ensure each camper is prepared for his or her week(s) at the museum.

Each camp runs Monday – Friday, 9:00 a.m. – 4:00 p.m.

### Drop-Off

Guardians may drop off their campers with a member of our camp staff at the Arthur Ross Terrace and Garden between 8:30 a.m. and 9:00 a.m. Guardians must sign their camper in for the day, so we know that their camper has arrived and is in our care. Please arrive no later than 8:55 a.m. Programming will begin at 9:00 a.m.

### Pick-Up

Pick-up is between 3:30 and 4:00 p.m. each day; all campers must be signed out by 4:00 p.m. Caregivers may enter through the main museum entrance at 2 E 91<sup>st</sup> St and come to the check-out located directly outside the Lecture Room on the Ground Floor. If you need help finding the Lecture Room, any of the guards or Visitor Experience staff will be happy to direct you. Guardians must sign their camper out for the day, so we know that their camper has been picked up and is no longer in our care. **We will only release campers to adults with valid identification.** Please call us if your child's caregiver will be late to pick-up.

Once dismissed, all children are expected to follow building and program rules. There is no running or yelling in the museum and children must stay with an adult at all times.

### Alternate Pick-up

The staff will not dismiss a child to anyone other than the authorized person(s) without written notification from you; permission given over the phone still requires written permission. If you need to arrange a pick-up by somebody who was not originally authorized, please use the following language in your written letter of authorization:

*By copy of this email, I, (full name of parent/guardian), hereby authorize (full name of person picking up child) to pick up my child, (full name of enrolled child), from Cooper Hewitt Design Camp. I have instructed (full name of person picking up my child) to bring photo ID, which will be required to be shown prior to Cooper Hewitt releasing my child.*

### Self-Dismissal

If your child needs to self-dismiss, please contact the Design Camp Director. Children are only allowed to self-dismiss with written permission from their legal guardian.

### Absences & Lateness

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Please inform Design Camp staff if your camper will be late or will miss a day. If you anticipate a late arrival, please call the Design Camp Office at 212.849.8488, Camp Director at 917.453.2394 or email [lismanm@si.edu](mailto:lismanm@si.edu) to let us know that you will be late. When you arrive, enter via the staff entrance located at 9 East 90<sup>th</sup> Street. Security staff will contact the Design Camp Director and arrange for your child to be escorted to meet the group.

### **Things to Do Before the First Day**

Make sure you've submitted your registration form with up-to-date emergency contact information, as well as your child's immunization records.

Inform our team of anything that will help us ensure your child has a great experience. It's important that you be comfortable and have all of your questions answered before the first day, so please contact us whenever necessary.

### **What to Bring**

Please prepare campers for the week by sending him or her with the following:

- **Lunch and Snack.** Participants will **not** be provided with food or refreshments. Participants are expected to bring their own lunch and snacks for the duration of camp. The Smithsonian is NOT a nut-free facility and Design Camp is NOT a nut-free program. If your child has a severe allergy to nuts or other items and needs to eat in a different area than the other campers, inform the camp coordinator before the start of camp.
- **Water bottle.** Please pack a full, closeable water bottle each day. Label your child's water bottle with his or her name. Campers will have an opportunity to refill their water bottles throughout the day.
- **Sunscreen.** If your child needs sunscreen, they must provide their own and they must apply it to themselves.
- **Camp T-Shirts.** Each camper will be provided one T-shirt, which they must bring with them every day for offsite activities such as trips to Central Park. They are not required to wear this all day every day; campers may wear their own clothes but they must put the t-shirt on over their clothes for offsite trips.
- **Sensible Clothing.** Campers should be dressed comfortably. Rubber-sole shoes are important for safety in play. Long dresses, flip-flops or open-toed sandals can cause accidents during activities. Our spaces are air-conditioned, so campers might like to have a sweater with them.
- **Medication.** Give any medication to a member of our camp staff during check-in. Medication will be sent home with campers at the end of each day.

### **Behavior Policy**

The goal of each class is to teach each child in a way that is both fun and educational. In the event that a camper takes away from the instructors' goals and prevents the other children in the class from learning, Cooper Hewitt reserves the right to remove a child from his/her class and/or not allow him/her to register in the future. **Any child who hits another child will be immediately expelled from camp.** There will be no refunds if a camper is removed because of behavior.



Cooper Hewitt Design Camp follows a three-strike policy for repeated or consistently disruptive behavior. Please review our behavior policy with your child before the start of camp.

First Instance:

1. The child will be removed from the activity and review appropriate behavior with a camp counselor.
2. A camp counselor will write an incident report outlining the child's behavior.
3. A camp counselor will notify the Design Camp Director and meet to discuss solutions.

Second Instance:

1. The child will be removed from the activity and review appropriate behavior with a camp counselor.
2. A camp counselor will write an incident report outlining the child's behavior.
3. The child will meet with the Design Camp Director and a parent or guardian will be called to develop a course of action that will be effective in changing the behavior.

Third Instance:

1. The child will be removed from the activity and review appropriate behavior with a camp counselor.
2. A camp counselor will write an incident report outlining the child's behavior.
3. The child will meet with the Design Camp Director and a parent or guardian will be called to discuss a behavior contract or removal from camp.

Please review the following manners with your child before the start of camp. We will go over them on the first day of camp, but we find it helps if children already understand expectations for their behavior.

- **Stay with the group.** Camp will take place while the museum is open to the public. The summer is a busy time at Cooper Hewitt and we want to ensure that everyone stays safe. Make sure you are with a counselor at all times. If you get separated from the group, look for a Cooper Hewitt security guard to get help.
- **Keep our hands to ourselves.** Our hands have oils and dirt that can damage artifacts and artworks. Please touch only those things that a counselor or exhibition guide invites you to touch.
- **Keep distance.** In order to make sure we do not accidentally bump into or poke something, we ask that all parts of a camper's body remain 12 inches away from artworks and artifacts.
- **Use quiet voices indoors.** We want to make sure that visitors who come to the museum have a chance to enjoy our exhibits just as much as our campers. Please remember to use quiet voices when we are inside museum galleries.
- **Walk.** We need to walk, not run, when we are inside because we do not want to run into or knock over anyone or anything accidentally. We will have time to run and play outside each day.



- **Leave food and drinks at camp headquarters.** Food, drinks, and gum can damage artifacts and artworks. We will set aside time for snack and lunch each day. Please leave candy and gum at home.
- **Leave backpacks at camp headquarters.** Backpacks can be bulky and can accidentally bump into other visitors, artworks, or artifacts. Check with a counselor if you think you must carry something with you.

### **Emergencies**

If an emergency occurs during the camp day and you need to reach your child or pick your child up early, please call the Design Camp Office at 212.849.8488 or the Design Camp Director at 917.453.2394.

If your child has an emergency during the camp day our security team will respond. In any emergency situation we will call a parent or guardian. If we are unable to reach a parent or guardian, we will call the emergency contacts you have listed on your registration form.

### **Sickness and Lice**

Please keep your camper home if they experience any of the following. (If a child becomes ill while at the program, a parent or authorized person must pick up the child within 30 minutes of discovery.)

1. If a child has diarrhea, runny nose (colored discharge) or vomiting.
2. If a child's temperature is over 101 degrees. A child needs to be fever free (without the aid of Tylenol, or any other fever reducing substance) for a minimum of 24 hours before returning to camp.
3. In the event that your child contracts a case of head lice. A child must be free of symptoms for 24 hours before being allowed to re-enter the program. For the protection of all, children must also have documentation from a doctor indicating that they are free of head lice.

### **Toys and Electronics**

Cooper Hewitt Design Camp is not responsible for lost items. Please do not allow your child to bring toys, electronics, trading cards or precious items that may cause sharing difficulties or crisis if lost.

### **Museum and Shop**

We will not visit the Cooper Hewitt Shop or Café during the camp day. We invite you to take your child at the end of the day if he or she would like to purchase a souvenir or snack.

#### Museum and Shop Hours

Weekdays and Sundays, 10:00 a.m. – 6:00 p.m.

Saturdays, 10:00 a.m. – 9:00 p.m.

#### Café Hours

Weekdays and Sundays, 8:00 a.m. – 6:00 p.m.

Saturdays, 8:00 a.m. – 9:00 p.m.

The garden can be accessed free of charge without museum admission.

### **Visiting the Museum**



Camp concludes at 4:00 p.m. each day. If you wish to visit the museum, please notify a camp counselor.

**Questions?**

If you have any last questions or concerns, please contact Education at 212.849.8488.